



# Coastal Bend COLLEGE

## PRESIDENT'S CABINET/DIRECT REPORTS MEETING MINUTES

COASTAL BEND COLLEGE  
ROBERT J. BEASLEY, JR. ADMINISTRATION BUILDING  
PRESIDENT'S CONFERENCE ROOM  
3800 CHARCO ROAD  
BEEVILLE, TX 78102  
THURSDAY, JULY 26, 2022

A Meeting of the President's Cabinet/Direct Reports of Coastal Bend College was held Thursday, July 26, 2022 at 9:00 AM in the Robert J. Beasley, Jr., Administration Building, President's Conference Room, 3800 Charco Road, Beeville, TX 78102.

### **Members and Visitors Present**

*Members Present:* Dr. Justin Hoggard, President  
Jacinto Colmenero, Director of Physical Plant  
Anna Garcia, Executive Assistant to the President and  
Secretary to the Board  
Lajuana Kasprzyk, Chief Financial Officer  
Dr. Michelle Lane, Executive Director of Institutional Effectiveness &  
Research  
Dixie "Prissy" Lytle, Director of Human Resources  
Amador Ramirez, Director of Information Technology  
Dr. Patricia Rehak, Provost / Chief Academic Officer

*Members Absent:* Paul Cantrell, Executive Director of the CBC Foundation

*Visitors Present:*

## **1. WELCOME**

Dr. Hoggard, President

## **2. MEMBERS AND VISITORS PRESENT**

## **3. UPDATES**

### **A. Dr. Hoggard, President**

- **Reporting Calendar**

All Cabinet members should have added what reports they know are due for their departments into a shared excel file.

- **Process for Checks – Communication**

The Business Office will start sending out notification emails when checks are printed.

- **Updates**

Dr. Hoggard mentioned that we had a good SACSCOC meeting with Dr. Stephenson, an external SACSCOC reviewer. Dr. Lane will be creating a SACSCOC survey for those who attended to complete. Dr. Stephenson commended the custodial staff and said CBC had very facilities.

Dr. Hoggard mentioned that he will be traveling to the centers once a week and will make a rotation. Cabinet members need to do the same and travel one day a week and work out of the centers.

Dr. Hoggard will bring a rough draft of the budget before the Board. There is discussion about pay grades and they are working on cleaning up positions. Everyone is supposed to attend tonight's Special Board meeting pertaining to the budget. Clean up is still being done with the budget. We need to make sure parts of the budget are not counted twice. Everyone is to go through their budgets and make notes, but not change them. We will all bring computers and Dr. Lane, and Lajuana will make changes. Lajuana did tax projections. 2.4 million dollars in the budget is CARES money. The CARES money in the budget is directly tied to quality air issues.

January 26<sup>th</sup> is College Day at the Texas Capitol. The Budget will come from the Marketing and Public Relations Department. CBC will take 5-10 students to Austin.

Alice Site Director interviews will begin soon and are going to be conducted in Alice. There have been quite a few applicants. The Pleasanton Site Director interviews will happen later in Pleasanton. Scheduling will start next week. CBC has posted the grants compliance position and already had one applicant apply. Facilities has two open job positions. One position for a lead custodian and two openings for regular a custodian. They have reached out to Workforce Solutions in hopes of filling the spots.

**B. Jacinto Colmenero, Director of Physical Plant**

- **Automated Soap Dispensers and Hand Sanitizers**

This was initially discussed because of the pandemic. An automated soap dispenser will help stop the spread of germs. The soap dispensers will operate off of batteries. Facilities spends \$800-1000 on paper products. Automated soap dispensers can save money over time.

- **GL Accounts**

The roof is being fixed in the gym, but the Engineering invoices are coming out of Professional Services. It was discussed to place it all in the gym section. JC and Lajuana discussed this. If they're all in one line item, they cannot be viewed by project or building. Instead of having professional services separated, it was discussed to have them all in one line item. JC and Lajuana will talk more about streamlining some of this.

Dr. Hoggard mentioned wanting to see with the next budget the levels of approval chains changed. He does not need to approve all items only items \$5,000 and above. Cabinet should be vetting this. The justification should be put in the request. However, salaries need to be approved by Dr. Hoggard and Lajuana. JC mentioned that salaries are in the negative and asked if transfers need to be made. Lajuana said not to do anything until the end of the fiscal year. All total expenses do not exceed. JC was asking because part timers and maintenance tech part timers were coming out of the same account. Reconciliation happens on the Business office side. Lajuana and Prissy need to get together and discuss this.

- **Updates**

Facilities is rotating staff to conduct the summer office moves. The auditorium and band hall can be used as storage. Some items were unplanned for such as cabling and power strips pertaining to the summer office moves. An updated document will be shared for summer moves with a more detailed floor plan.

The water pump that was ordered in January showed up three weeks ago and Johnson Controls has installed it.

## **OTHER**

Amador did two RFP's one for the Ricoh's and one for the website. We need to know when RFQ and RFP's are going out. RFQ and RFP's will come from Business office.

Beth could not see certain work orders online; a user cannot see archived work orders. A conversation needs to be had with IT.

The Vehicle reservation queue is working well in Kace. Other sites need to use that system to be standardized. Scott and Michael are working with the Kace system to add data requests so they can be captured.

Amador is an admin on the CBC Facebook. Braden is still an admin as well. Amador needs to be present at the next social media meeting.

Everyone needs to complete their KnowB4 training. IT needs to submit a KnowB4 training report to Department of Information Resources (DIR) by August 31<sup>st</sup>.

There are wireless computers that will be put in the lobby at the dorms, cameras will also be added to the dorm lobby.

## **4. UPCOMING MEETINGS**

Next week, on August 9<sup>th</sup> the Direct Reports meeting will be held at the Kingsville campus. This meeting will pertain to the budget.

## **5. ADJOURNMENT**

Dr. Hoggard adjourned the meeting.

*Justin Hoggard*  
Dr. Justin Hoggard, President







**Identify, Solve, Prevent  
Cabinet Meeting 9.21.21**

Members of the President's Cabinet and direct reports participated in an exercise in which various challenges and barriers across campus were discussed amongst the team. Once identified, the group collaborated together to provide an immediate solution while also generating an action plan for beginning the long-range planning necessary to bring about necessary continuous improvements on campus.

Coastal Bend College recognizes all planning and continuous improvement must take place at all levels and stages across the institution. The current administration demonstrated this process by using three questions to guide their efforts during the Cabinet Meeting on September 21, 2021. The questions are as follows:

1. What is the problem now?
2. What is the solution now?
3. What is the long-term solution to bring about sustainable improvement?

The subsequent information contains the challenges, immediate response, and intended long-term efforts made by the President, members of the Cabinet, and the President's direct reports. It is the intention of the institution to make these items a priority in the coming weeks and month to provide guidance and facilitation of processes at the institution for all students, faculty, and staff.



### Athletic Transcripts

- 1) Athletics Audit - Huge amount of info gathering. Admissions does not require a final transcript showing graduation for 6mo - one year.
  - a) Current practice is to wait to eliminate the barriers to students.
  - b) Is it in policy?
  - c) There is a hold on students
  - d) International students need further investigation as well.
  - e) Sent transcripts are not evaluated without a form.
- 2) Dr. Rehak will have an answer for special population by the end of the week.
- 3) The longer procedural processes will take more time. Dr. Rehak to give an update at the next Cabinet meeting.

1) Results & Feedback:	
2) Follow Up Date:	
3) Date Completed:	Complete





**Procurement**

- 1) Confusion about procurement
- 2) Training needed for Cabinet, Admins, Procurement Specialist
  - a) Need to identify other people
- 3) Review of policies, procedures and current practices
  - a) With TASB
  
- 1) Frustrated Deans and Coordinators with the procurement process. Need to find a way to support each other in completing our collective tasks.
- 2) Cabinet members are to be involved in all procurement projects so a contact for the project and process is easily identifiable.
- 3) Clearly identify the role and process of Procurement.
  - a) Identify the role of Procurement Specialist
  - b) Identify the Training Needs of the Procurement Specialist
  - c) Review and revise the process of procurement.
  - d) Train all the process
  - e) Enforce and hold accountable.
- 4) Drue, Audrey, and Dr. H

<p>1) Results &amp; Feedback:</p>	<p>Five procurement training sessions were held between September and October. All requisitioners and approvers attended the training.</p> <p>Procurement and Policies manual was edited for conciseness and clarity and posted to Cougar Den.</p> <p>Training included requisitions, purchase orders, receiving, request for payments and budget transfers.</p>
<p>2) Follow Up Date:</p>	
<p>3) Date Completed:</p>	<p>10/28/21</p>



**Individual Contracted Services/Companies on Campus**

- 1) Veterans on Campus
  - a) Couldn't locate the MOU, paperwork for keys, could not find a record of this entity on campus. Who is their point of contact on campus? Who handles the external entities on campus?
- 2) List of every outside entity
  - a) Contact person and their contact information (and a backup)
  - b) Agreements and events
  - c) Identify a point of contact on campus for these entities

President to host a conversation between Kevin, Bernie, Amador on a communications plan.

**Emergency Contacts**

**Notification Plan**

Where do we capture non-emergency shutdowns?

How do we communicate with everyone?

- 3) This entire process needs to be written down and made into a procedure. This is a standard procedure moving forward.

1) Results & Feedback:	The President will hold a conversation between Kevin, Bernie, Amador and himself on a communications plan.
2) Follow Up Date:	
3) Date Completed:	



**Budget approvals**

- 1) Lots of things being signed off on by Drue and Dr. Hoggard
  - a) Do they need to sign off if budgeted?
  - b) Do we need to approve everything?
  - c) Do we need to raise our threshold of what actually needs to be approved?
  
- 2) \$10,000 or less should be the threshold. This is an ongoing conversation. Goal is to give leadership and provide autonomy and efficiency.
  - a) Less than \$1000 - initiator to budget officer
  - b) Between \$1000 - \$10,000 - up to Cabinet Member
  - c) Over \$10,000 needs President's approval
  - d) Over \$50,000 needs Board Approval
  
- 3) This should be codified, set up as a procedure, written down, reviewed, then put forth for action, training, implementation.

Operational GL codes do not need approval. (Automatic Bill Pay).

Drue, business office initially.

<p>1) Results &amp; Feedback:</p>	<p>Long term project to be completed in the summer of 2022. More discussion is need on thresholds and who should approve when. Retooling Colleague for a new approval process will be time consuming. However, Ellucian is releasing an update at the end of 2021 which will make the process easier.</p>
<p>2) Follow Up Date:</p>	<p>Cabinet meeting in February 2022</p>
<p>3) Date Completed:</p>	



Asset Transfer Form

- 1) Office moves, equipment moves, technology moves. Too confusing for everyone.
- 2) Drue, JC, & Amador need to remake the entire process along with the President's Leadership Council.
- 3) Need to see status of Benito's inventory review
- 4) Clearly identified issues with the process which needs to be redone.

<p>1) Results &amp; Feedback:</p>	<p>On hold pending Benito's replacement.</p> <p>Lajuana explained this is pending the replacement of the inventory specialist position. Amador said Erica created an electronic version of this form. This form needs to be revised. It was suggested that there could be a separate attachment where you can itemize items, if it's a group transfer. There should not be any items moved until all signatures are all obtained. It was mentioned that the form is effective but it takes too long, however this was intentional so people would not be moving items whenever at will. A few challenges are people submitting forms in not enough time and not knowing the process. It was also suggested that maybe an email could prompt the individuals who have to sign the form through Colleague or Kace. The soccer field should have its own storage area as well as other areas. Dr. Lane will start a draft of the form and will have a conversation with JC and Amador.</p>
<p>2) Follow Up Date:</p>	<p>January's Cabinet meeting</p>
<p>3) Date Completed:</p>	<p></p>





**Surplus Auction**

- 1) We have lots of extra “junk” and space. Having an auction house come in is the recommendation.
- 2) JC and Drue to work on it. Drue to send policies to Dr. Hoggard

1) Results & Feedback:	<p>Work in process. Target day for auction is March 2022. Work to begin on determining what is surplus vs junk. Then begin selection process for auction firms.</p> <p>This item is on hold until an inventory is gathered of what is already surplus. It was decided to bring someone/a company in to do the auction and the surplus.</p>
2) Follow Up Date:	January Cabinet meeting
3) Date Completed:	



# Coastal Bend COLLEGE

## External Location Debrief

Debrief will be here. Time to push this forward.

Beeville - calendar availability

Cabinet with site directors

1) Results & Feedback:	
2) Follow Up Date:	
3) Date Completed:	



# Coastal Bend COLLEGE

## Cabinet Discussion Opportunities

For other departments on campus to come meet with the cabinet.

Cabinet will plan this out once the external location debrief has occurred.

1) Results & Feedback:	
2) Follow Up Date:	
3) Date Completed:	





Changes in Salary Scale. Needs to be rolled out to all employees.

Faculty Meetings need to begin. Dr. Rehak  
An agenda needs to be made.

1) Results & Feedback:	Discussion occurred and Prissy will meet with Dr. Hoggard about part time employees and raises. Bernie will make a copy of the TASB book presented to the Board regarding changes in salary scales for Lajuana.
2) Follow Up Date:	
3) Date Completed:	



# Coastal Bend COLLEGE

## Communication

Calendar of Events (EXTERNAL)

Calendar of Operational Meetings (INTERNAL)

How do we provide the information to everyone across campus?

Get with Mary to figure this one out. Must have a calendar going.

May need to consider committee for this. PAC?

1) Results & Feedback:	Dr. Hoggard, Beth, and Mary met regarding this. This item is on hold.
2) Follow Up Date:	
3) Date Completed:	



Bulletin Boards, Flyers, Communication on Campus

Bernie, Dr. Rehak, and Dean Jones need to get together and fix this issue.

Outdated brochures are still in hallways.

Cite and review policy.

Correct and work on the procedure and process.

Bring the draft to the Cabinet to review.

1) Results & Feedback:	Bernie and Kayla and him are working on this. This messaging is clear and working very well. The question was asked if what happens if an external person wants to post a flyer at CBC. Bernie said they would go to the Site Directors or the President.
2) Follow Up Date:	
3) Date Completed:	



Maps/Emergency Operation Procedures  
Bernie/Kevin Campus Maps

<p>1) Results &amp; Feedback:</p>	<p>Some parts of the map had to be redrawn. Kevin already created the map and will give it to Bernie and he will print maps. The map listed online needs to be changed. Bernie will send Kevin a vector map with the new building names. The Automotive building is changing its name as well. Ms. Hall's building dedication will be on Saturday, March 26th. The Louise Welder Hall Business Center will need to be added to the new catalog.</p> <p>Kevin suggested adding a "you are here" marker on the campus.</p> <p>Amador mentioned a labeling issue in the system. RCI came and numbered items differently than CBC's new numbering system. Instead, RCI used the old CBC numbering system. The old maps still have to be referenced in order to interpret the system. Amador mentioned that he needs to have a meeting with Bernie, JC, and Kevin.</p> <p>Another topic was brought up regarding job descriptions. It was decided that the job description folder would be shared with everyone, since it is not listed on the Cougar Den anymore.</p> <p>Paul also brought up an issue. If you search for Cougar Field, it takes you to automatically to Joe Hunter Field (JHF). An emergency specific address is needed for the field, gym, etc. Kevin will look into this.</p>
<p>2) Follow Up Date:</p>	
<p>3) Date Completed:</p>	



**Copiers**

Email went out to order a fleet of copiers. Looks to be a after the first of the year roll out at this point as it has to be approved by the board.

<p>1) Results &amp; Feedback:</p>	<p>A Request for Proposal RFP#2021-IT001 was issued requesting sealed bids for copier/printer/scanner machines. Three sealed bids were received on Friday October 22, 2021 which was the bid deadline. On Monday October 25, 2021 a review panel comprised of Drue Strickland, CFO, Bernard Sanchez, Director of Marketing and Amador Ramirez, Director of IT met and reviewed the three sealed bids. Lajuana Kasprzyk, Sr. Accountant was present as compliance officer. The three bids were opened by Drue Strickland, CFO and each was evaluated by the panel. The three vendors submitting bids were Knight Office Solutions, Ricoh – USA, Inc. and Xerox Business Solutions Southwest. The selection committee chose Ricoh – USA, Inc. as the vendor of choice. The decision was based on pricing models, service reputation and CBC’s experience with the various machines offered.</p> <p>The board will be asked to confirm the selection of Ricoh during the November Board meeting. Then the copiers will be delivered.</p> <p>There was a snag in pushing the printer drivers. IT is working with Weaver Technologies to remedy this. The aim is to have the done by the end of today. The larger copiers should be done by the end of the day. The small printers are expected to be done by Wednesday. A few cabinet members will be receiving small copiers.</p>
<p>2) Follow Up Date:</p>	<p>December Cabinet meeting</p>
<p>3) Date Completed:</p>	<p></p>

